



North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities and Substance Abuse Services
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Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Richard J. Visingardi, Ph.D., Director

Memorandum

To: Area Program Directors
From: Richard J. Visingardi, Ph.D.
Date: December 5, 2003
Re: Revised Communication Protocol

This memo is in reference to the Communication Protocol, dated 3/27/03, that was developed in response to Session Law 2002-164, Senate Bill 163, Section 4.5, (3) which states that the Secretary may adopt and enforce rules governing: *"The communication procedures between the area authority or county program, the local department of social services, the local education authority, and the criminal justice agency, if involved with the individual, regarding the placement of the individual outside the individual's community and the transfer of the individual's records in accordance with law."*

As you know, the Division of MH/DD/SAS developed an administrative rule in response to the Session Law that went into effect 7/1/03. Please see the web site for the text of that rule, 10A NCAC 27G .0506. <http://www.dhhs.state.nc.us/mhddsas/sb163/10ancac27g0506sb1637-29-03.pdf>

In a memo dated 10/6/03, we notified Area Program Directors of the newly developed Notification Form in response to this law.

This memo is to inform you that the Communication Protocol dated 3/27/03, has been revised to ensure clarity and consistency. The revisions were made by representatives of the same organizations and agencies that participated in the development of the initial Communication Protocol. The attached "Communication Protocol Revised, 12/05/03" replaces the Communication Protocol dated 3/27/03.

The changes in the revised Communication Protocol are as follows:

- References to "child and family teams" are removed
- Clarifies how to determine the lead agency for coordinating the service planning meeting and notification of placement form



- Adds definitions of home community, host community, and placement out of home community.

The revised Communication Protocol can be found on the Division of MH/DD/SAS website: <http://www.dhhs.state.nc.us/mhddsas/sb163/index.htm>

Contact information for local representatives of the Area Programs, Departments of Social Services, Department for Public Instruction, and Department of Juvenile Justice and Delinquency Prevention are as follows:

Area Programs: <http://www.dhhs.state.nc.us/mhddsas/dirbox.htm>

Division of Social Services County Directory: http://www.dhhs.state.nc.us/dss/cty_cnr/dir.htm

Department of Public Instruction: <http://www.ncpublicschools.org/nceddirectory/>

Department of Juvenile Justice and Delinquency Prevention:
http://www.juvjus.state.nc.us/interprev_services/counselors.htm

Cc: Pheon Beal, Division of Social Services
George Sweat, Department of Juvenile Justice & Delinquency Prevention
Michael Ward, Department of Public Instruction
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